

Job Posting: Director of Development

Organization: Bridgeport Caribe Youth Leaders (BCYL)

Location: 595 Madison Avenue, Bridgeport, CT

Salary Range: \$80,000 - \$100,000

Benefits: Medical, Paid Time Off, Individual Retirement Account, Professional Development Assistance

Reports To: Executive Director

About Us

Bridgeport Caribe Youth Leaders' mission is to provide youth with sports, educational, and civic direction to help them build the character and self-esteem they need to reach their full potential and value in society.

Job Overview

The Director of Development at BCYL will spearhead the organization's fundraising strategy, with a primary focus on cultivating and maintaining relationships with donors, securing funding for BCYL's programs, and supporting the organization's growth and sustainability. This position is ideal for a visionary, goal-oriented leader who is passionate about inspiring donors, expanding community partnerships, and implementing effective fundraising initiatives.

Responsibilities

1. Strategic Planning and Fundraising

- Develop and execute annual and long-term fundraising plans to meet financial goals.
- Cultivate and steward relationships with individual donors, corporations, foundations, and government agencies.
- Lead all fundraising campaigns, including annual appeals, major gifts, and planned giving.

2. Grant Writing and Reporting

- Oversee grant identification, application, and management.
- Collaborate with program and finance staff to ensure timely and accurate grant reporting.
- Develop impact metrics and prepare comprehensive reports for funders.

3. Event Management

- Plan and execute special events, including donor events, fundraising galas, and community engagement events.
- Work with staff, board members, and volunteers to coordinate event logistics.

4. Donor Relations and Communications

- Build and maintain strong relationships with current and prospective donors.
- Implement a robust communication strategy for donors, including newsletters, updates, and annual reports.
- Coordinate with the marketing consultant to develop materials that convey BCYL's mission and impact.

5. Leadership and Collaboration

- Supervise and mentor development staff and interns as appropriate.
- Collaborate with the executive team to align development goals with BCYL's overall strategy.
- Work closely with the board of directors and its development committee to leverage networks and resources.

6. Data Management and Analysis

- Utilize CRM software to track donor interactions, manage donations, and analyze fundraising performance.
- Ensure the accuracy of donor records and generate reports to guide strategy adjustments.

Qualifications

- **Education:** Bachelor's degree in a related field; advanced degree or CFRE certification a plus.
- **Experience:** Minimum of 5-7 years in fundraising or development, with a successful track record of fundraising initiatives.
- **Skills:**
 - Strong written and verbal communication skills.
 - Proven grant writing and proposal development expertise.
 - Event planning and project management skills.
 - Proficiency in CRM and donor management software.
 - Strategic thinking with an ability to set and achieve ambitious goals.

Key Attributes

- **Mission-Driven:** Commitment to BCYL's mission and values.
- **Relationship Builder:** Success in cultivating relationships with a diverse range of donors and community partners.
- **Results-Oriented:** Demonstrated ability to set and achieve measurable goals.
- **Collaborative:** Works effectively with staff, board members, and community stakeholders.

All candidates are subject to a background check.

To apply, please email your resume to Ruth Ortega rortega@bcyl.org